

## JOB DESCRIPTION

**Title:** Practice Nurse; General Practice

**Responsible To:** All Practice Partners & Lead Practice Nurse(clinically)  
Practice/ Business Manager (administratively)

### Job Summary:

- To provide and maintain a high professional standard of nursing care in adherence to all Practice protocols/policies & guidelines, as well as to provide nursing assistance to the GPs and other members of the primary healthcare team.
- The role of the Practice nurse needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the nurse will work within own level of competency and expand her/his role in accordance with practice requirements and own scope of practice.

### Job Responsibilities:

- To assist and perform routine nursing tasks related to patient care as directed and agreed with senior nursing staff and GP's.
- To provide essential Treatment duties such as routine BP checks, 24 hour BP monitoring, new patient assessments, BMI and lifestyle advice including smoking cessation advice.
- To provide holistic assessment of wounds and implement wound care in line with current evidence based guidelines. Inclusive of the treatment of minor traumatic wounds within own level of competency.
- Offer advice about childhood and adult immunisations and ensure vaccines/injections are administrated under patient group directives or individual prescription.
- Provide holistic assessment and treatment of patients attending for ear irrigation following relevant training.
- To undertake the collection of pathological & microbiology specimens including venepuncture, swabs, urine culture in line with local guidelines
- Perform an holistic assessment of patients attending for relevant investigatory procedures such as cervical cytology, ECG, and Dopplers following training and in line with local guidelines.
- To undertake suture and clip removal.
- To provide general health promotion education, advice on national screening programmes and guide/refer patients to appropriate services or other health professionals as deemed appropriate.
- To be able to provide appropriate self care advice for patients presenting with minor illness within own level of competency and referring to GP/ANP where appropriate.
- Chaperone and assist patients where appropriate who are being examined by another clinician.
- To assist GPs with minor surgery and well women procedures.
- Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including relevant vaccination within own level of competency.
- Provide contraception advice and sexual health guidance. Undertaking annual contraceptive reviews and injections in line with practice policies.
- To maintain effective infection control measures in line with local guidelines and practice policy.
- To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines.
- To be able to perform Cardio-pulmonary resuscitation and the correct use of Automated Defibrillator following training, according to the current UK Resuscitation Council guidelines.
- Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items.

- Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required.
- To participate in developments within the practice and support QOF requirements.
- Work in accordance with NMC Code of Conduct and Scope of Practice.
- Ensure accurate notes of all consultations and treatments are recorded and coded correctly in the patient's notes and on computers, as per NMC guidelines.
- Attend and participate in practice meetings as required.
- Awareness of statutory protection procedures including referral and recognition of signs and symptoms of child abuse.
- Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours.
- Actively take part in mandatory and internal\external training as requested.
- Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.

**Confidentiality:**

- As per both Government legislation and Practice policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to, reporting any infringements to the Patient Service Manager's Office immediately.

**Health & Safety:**

- The post-holder will assist in the surgery H&S lead in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy and related Risk Assessments.

**Equality and Diversity:**

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues in line with Practice Policies.

**Research Projects;**

- Co-operate and participate as required in research projects within the practice.

**Professional Development;**

- Maintain continued education by attendance of courses and study days as deemed useful or necessary for professional development and practice needs.
- Attend annual cardio-pulmonary resuscitation and anaphylaxis updates.

**IT;**

- Commitment to the use of IT, data entry, read coding and targets etc as required by the practice.

**Any other delegated duties considered appropriate to the post.**

**Special requirements of the post:**

1. Registered general nurse
2. Membership of a professional body
3. Full indemnity insurance via RCN or MDU
4. To engage in clinical supervision and appraisal

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<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications Basic Postgraduate</b>	Essential Registered (first level) nurse	Post grad diploma or degree relating to primary care.
<b>Experience</b>	Current Registration with NMC	Preferably experience of working as a practice nurse / community nurse Post graduate experience in one or more areas of chronic disease
<b>Ability/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs</li> <li>• Wound care</li> <li>• Removal of Sutures/Staples</li> <li>• New Patient Medicals/Urinalysis</li> <li>• ECG's</li> <li>• Venepuncture</li> <li>• Chaperoning and assisting patients where appropriate who are being examined by another clinician</li> <li>• Requesting pathology tests, for example urine culture, swabs</li> <li>• Following agreed clinical protocols with referral to GPs as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Clinic</li> <li>• Interest in Chronic Disease                             <ul style="list-style-type: none"> <li>o Diabetes</li> <li>o Hypertension</li> <li>o Asthma/Peak Flow Readings</li> <li>o Spirometry</li> <li>o Coronary Heart Disease</li> </ul> </li> <li>• Ear syringing</li> <li>• Routine immunisations/Childhood Immunisations Assisting GPs with minor surgery</li> <li>• Women's health                             <ul style="list-style-type: none"> <li>o Cervical Cytology</li> <li>o Contraception</li> <li>o Assisting GP with Coil fitting</li> </ul> </li> <li>• Doppler Studies/Ulcer care</li> </ul>
<b>Empathy and Sensitivity</b>	<ul style="list-style-type: none"> <li>• Capacity and motivation to take in patient/colleague perspective</li> <li>• Treats patient(s) with sensitivity and personal understanding</li> <li>• Is empathetic and checks patient needs are satisfied</li> <li>• Generates safe/ understanding atmosphere</li> </ul>	
<b>Clinical Skills Technical Skills.</b>	<ul style="list-style-type: none"> <li>• Understands the importance of evidence based practice and clinical effectiveness.</li> <li>• Understands principles of Clinical Governance</li> <li>• Ability to make good medical notes</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of electronic recording, storage (and interpretation) of chronic disease data such as ECG 24 hour investigations or spirometry</li> </ul>
<b>Conceptual Thinking and Problem solving</b>	<ul style="list-style-type: none"> <li>• Use of lateral thinking and insight</li> <li>• Is open to new ways of thinking</li> <li>• Can judge what is important from a mass of information</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Understanding of when to seek assistance</li> <li>• Fluency in written and spoken English</li> <li>• Good communication skills</li> <li>• Potential to cope with stressful situations and undertake responsibility</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Commitment to continuing professional development</li> <li>• Motivated and Trustworthy</li> <li>• Flexibility and a Good Timekeeper</li> <li>• A team player who contributes to and facilitates decision-making and develops trust as part of a multidisciplinary team</li> <li>• Views self as part of larger organisation</li> <li>• Uses resources efficiently</li> </ul>	
<b>Coping with Pressure</b>	<ul style="list-style-type: none"> <li>• Recognises own limitations and 'shares the load with others'</li> <li>• Potential to cope with stressful situations and undertake responsibility</li> <li>• Calm under pressure and able to 'switch-off' outside work</li> <li>• Able to develop appropriate coping mechanisms and is prepared to ask for help</li> </ul>	
<b>Audit and Risk Management</b>		<ul style="list-style-type: none"> <li>• Understands Principles of Audit</li> <li>• Understands the principles of Risk Management</li> </ul>
<b>IT Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use computer on daily basis for email and Microsoft programs</li> <li>• Previous experience of General Practice clinical system</li> <li>• Effectively demonstrate knowledge of the clinical uses of the Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in use of EMIS Web</li> <li>• Commitment to electronic medicine</li> </ul>